

2-PAGE RESUME EXAMPLE

First M. Comboto

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SUMMARY

Executive Assistant with a decade of C-Suite clerical and administrative services experience. Energetic, flexible and self-motivated. Excellent interpersonal communication abilities. Proven organizational and planning expertise; works with minimal supervision. Excellent customer service skills.

QUALIFICATIONS

- MS Office Word, Excel, Outlook and SharePoint
- Type over 50 WPM
- Excellent verbal and written communication skills
- Safeguard confidential information
- Establish and maintain positive client relationships
- Independent judgment and discretion
- Problem solver
- Organized with keen attention to detail
- Sales, special events and marketing support

ACCOMPLISHMENTS

Administrative Support

- Provided four person senior executive team with timely and accurate response to clerical, scheduling, travel, and report generation needs.
- Administered purchase orders for the marketing, travel and special event budgets for an eight-state region.
- Negotiated office supply and equipment services with vendors that resulted in a 20% annual decrease in this expense category.

Organizational Skills

- Reduced employee turnover by 10% after development of a faster expense reimbursement process. Other offices replicated this procedure and had similar results.
- Expedited the turnaround of incoming and outgoing correspondence by creating a new internal communication center.
- Increased margin after development of a multi-department regional facility to centralize the purchasing and distribution of promotional items. Inventory availability increased and the cost per item decreased.

2-PAGE RESUME EXAMPLE (CONTINUED)

SALES, MARKETING AND SPECIAL EVENTS

- Generated increased product use after developing and coordinating a hands-on and interactive software training event.
- Supported the new product roll out team at national trade shows. Our team consistently exceeded its sales goals by more than a million dollars.
- Coordinated two regional strategy planning meetings and conferences for both internal and external customers. Made certain that all participants arrived on time, had appropriate accommodations, and positive team experiences.

OPERATIONS / LOGISTICS

- Coordinated regional office facilities logistics with corporate staff and building property management. Completed five suburban office park renovations and expanded two production facilities. Met company business continuation needs during each transition. Created and wrote a daily newsletter to keep executives and staff informed during each project.
- Recruited, hired and supervised temporary support personnel for special projects and events.
- Managed special event expenses by carefully assessing needs, evaluating expenses, and monitoring equipment rental.

PROFESSIONAL EXPERIENCE

Company
Minnetonka, MN
2008-2014
Executive Assistant

Company
Bloomington, MN
2006-2008
Administrative Assistant

Company
New Hope, MN
2003-2006
Office Coordinator

RECOGNITIONS AND AWARDS

- Recognized as "Support Team Member of the Year"
- Won "Contributor of the Quarter Award" three times in 2½ years
- Winner of the "Impact" award for facilities management

EDUCATION

State University, Central City, MN 2000-2002
Completed 60 semester hours toward bachelor's degree in English